READVERTISEMENT

*Please note deletion of Supplement Questions #2 & #3 <u>only</u> (#1 is still required).

State of Montana
Department of Public Health and Human Services
PO Box 4210   Helena, MT 59604

VACANCY ANNOUNCEMENT

November 7, 2007   4 Page Document

TITLE: Administrative Support / Child Care
                        Licensing Technician
POSITION NO: 00955
LOCATION: Quality Assurance Division, Helena
STATUS: Full-Time/Permanent
UNION: MPEA
PAY GRADE: Pay Plan 20, Pay Band 3
STARTING SALARY: $20,149 - $25,188 annually. Depending on
                        qualifications and internal equity.
SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to <u>hhsea@mt.gov</u> or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 29, 2007**. For further information visit the DPHHS website: <u>www.dphhs.mt.gov/jobs</u>

SPECIAL INFORMATION: A resume is required at time of application.

TYPICAL DUTIES: This position provides technical program support to the child care licensing program with regard to day care facilities and services; provides office support for this program; and assists in some office support functions for the entire Quality Assurance Division office.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

<u>Knowledge:</u> Knowledge of principles and practices of office procedures; department and division policies and procedures; child care licensing services; and state government practices.

AN EQUAL OPPORTUNITY EMPLOYER

Skills: Skill in the use of personal computer and software including, Oracle based programs, Word, Excel and e-mail applications; general office equipment; organization and record keeping; and effective oral and written communication.

Abilities: Ability to master technical language in all aspects of day care regulation including legal terminology; manage multiple priorities and remain flexible under stressful conditions; handle sensitive, confidential material; and establish and maintain effective working relationships.

EDUCATION/EXPERIENCE REQUIRED: High school diploma (or GED) **AND** one year office experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Resume is due at time of application; and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and

selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Administrative   Support   /   Child   Care   Licensing
           Technician
Position: #00955
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position requires computer skills in word processing, graphics, databases and spreadsheets. Describe your experience working with computers and various software products. In your response, include specific names of software products, your length and level of experience with that software, and the purposes for which you used the software.